

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Hearts Academy			<b>Center ID#:</b> 140800030		<b>County:</b> Essex		
<b>Address:</b> 310 Main Street			<b>City:</b> West Orange		<b>Zip Code:</b> 07052		
			<b>Email:</b> littleheartsacademynj@gmail.com				
<b>Phone:</b> 973-731-5900		<b>Fax:</b> 973-731-9200		<b>Initial Inspection:</b> 9/4/2014		<b>License Status:</b> T 9/4/2015, T 12/4/15, T 3/4/16, R 9/4/17	
<b>Due Date(s):*</b>	10/2/2014	11/5/2014	11/21/2014	12/1/2014	1/19/2015	2/18/2015	
<b>Date(s) Reinspection:</b>	10/22/2014	11/14/2014	11/24/2014	1/5/2015	2/4/2015	3/12/2015	
<b>Due Date(s):*</b>	3/26/2015	4/15/2015	5/11/2015	6/10/2015	7/2/2015	7/23/2015	
<b>Date(s) Reinspection:</b>	4/1/2015	4/27/2015	5/27/2015	6/18/2015	7/9/2015	7/31/2015	
<b>Due Date(s):*</b>	8/14/2015	9/3/2015	10/1/2015	10/28/2015	12/7/2015	1/8/2016	
<b>Date(s) Reinspection:</b>	8/20/2015	9/17/2015	10/14/2015	11/23/2015	12/11/2015	2/4/2016	
<b>Due Date(s):*</b>	2/18/2016	3/11/2016	4/4/2016	5/13/2016	6/14/2016	7/9/2016	
<b>Date(s) Reinspection:</b>	2/26/2016	3/21/2016	4/29/2016	5/31/2016	6/21/2016	7/8/2016	
<b>Due Date(s):*</b>	7/11/2016	8/2/2016	8/12/2016				
<b>Date(s) Reinspection:</b>	7/19/2016	7/29/2016	8/25/2016				
<b>Due Date(s):*</b>							
<b>Date(s) Reinspection:</b>							
<b>Due Date(s):*</b>							
<b>Date(s) Reinspection:</b>							
<b>Center is in compliance with requirements as of:</b> transferred <span style="float: right;">*Reinspection occurs on or soon after due date</span>							
8/20/15 Req Action plan. 8/21/15 Rec action plan. 11/23/2015 Requested an action plan. 6/21/16 Provide an action plan to OOL on outstanding violations.							
7/8/16 joint inspection with West Orange Health officer. Refer to pg 10. 7/29/16 additional inspection required. REPORT TRANSFERRED 8/25/16							
<b>Renewal</b> <input type="checkbox"/> <b>Initial</b> <input checked="" type="checkbox"/> <b>Monitor</b> <input checked="" type="checkbox"/> <b>Increase</b> <input type="checkbox"/> <b>Age Change</b> <input type="checkbox"/> <b>Relocation</b> <input type="checkbox"/> <b>New Sponsor</b> <input type="checkbox"/> <b>Space Evaluation</b> <input type="checkbox"/>							
<b>Complaint #</b> 389, 1057,68							
<b>Date Cited</b> M/D/Year	<b>Date Abated</b> M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):					
<b>Supervision, Staff/Child Ratios &amp; Space</b>							
		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.					
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.					
4/1/2015	4/27/2015	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.					
Notes: School age child were alone in classroom #. In room #5, staff left classroom twice leaving the children unattended, 6/18/15 Staff on phone							
5/27/2015	6/18/2015	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children, including at off-site locations.					
11/14/2014	6/18/2015	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.					
Notes: #3, #5. 11/14/14 Room #1, classroom #1 11/24. Room #1 1/5. RECITED							
		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.					
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age					
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.					
11/14/2014	3/18/2015	<input checked="" type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.					
		<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.					
		<input type="checkbox"/> 11. Post the center's license in a prominent location in each building.					

Note: If number is checked, see attachment page(s) for clarification.

7/9/2015	7/31/2015	<input checked="" type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.
Notes: Room #2. Room #6 there were 14 children present is a room licensed for 13		
		<input type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
2/4/2015	4/1/2015	<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.
Notes: No staff onsite with a cleared CARI or CHRI. Staff confirmed the director, who has a clearance, was in Trenton that day.		
<i>Activities &amp; Discipline</i>		
		<input type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		<input type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
11/24/2014	4/27/2015	<input checked="" type="checkbox"/> 20. Take children outdoors daily.
		<input type="checkbox"/> 21. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
11/24/2014	4/1/2015	<input type="checkbox"/> 22. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 23. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
9/17/2015	11/23/2015	<input type="checkbox"/> 24. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
7/31/2015	8/20/2015	<input checked="" type="checkbox"/> 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes: Staff was yelling harshly at the school age children.		
		<input type="checkbox"/> 27. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		<input type="checkbox"/> 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
<i>Nutrition &amp; Rest</i>		
2/4/2015	4/27/2015	<input checked="" type="checkbox"/> 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes: Food in the refrigerators was not being stored at the proper temperatures. 4/1/15 milk was left out on the table. RECITED		
		<input type="checkbox"/> 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		<input type="checkbox"/> 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		<input type="checkbox"/> 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 34. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cacfp/child-day-care-centers">www.fus.usda.gov/cacfp/child-day-care-centers</a> ))
5/31/2016	6/21/2016	<input checked="" type="checkbox"/> 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
8/20/2015	9/17/2015	<input checked="" type="checkbox"/> 37. Label each child's bottle with the child's name and date.
		<input type="checkbox"/> 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		<input type="checkbox"/> 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		<input type="checkbox"/> 40. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.
2/4/2015	9/17/2015	<input type="checkbox"/> 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
2/4/2015	4/27/2015	<input type="checkbox"/> 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes: All children require a sheet and a blanket		
		<input type="checkbox"/> 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
2/4/2015	3/12/2015	<input type="checkbox"/> 46. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 47. Provide enough light in rooms where children are napping to allow staff to see them.
		<input type="checkbox"/> 48. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 52. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
<b>Illnesses &amp; Accidents</b>		
		<input type="checkbox"/> 53. Designate an area where sick children can be separated from well children and provide rest equipment.
		<input type="checkbox"/> 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		<input type="checkbox"/> 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		<input type="checkbox"/> 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.
<b>Administration &amp; Parent Involvement</b>		
		<input type="checkbox"/> 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
		<input type="checkbox"/> 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
2/4/2015	4/27/2015	<input checked="" type="checkbox"/> 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
2/4/2015	3/12/2015	<input checked="" type="checkbox"/> 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		<input type="checkbox"/> 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 63. Establish and maintain a staff substitute system.
		<input type="checkbox"/> 64. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
<b>Program Records</b>		
10/22/2014	8/25/2016	<input checked="" type="checkbox"/> 66. Complete and maintain at the center the staff records checklist.
Notes: 10/22/14 sponsor/director only staff who can produce CARI and CHRI clearances.		
10/22/2014	8/25/2016	<input type="checkbox"/> 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
10/22/2014	8/25/2016	<input type="checkbox"/> 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.
Notes:		
9/4/2014	9/17/2015	<input checked="" type="checkbox"/> 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes: Center needs a head teacher and a program supervisor, group teacher. 4/27 new director, head teacher. 5/27 head teacher onl.		
10/22/2014	4/27/2015	<input type="checkbox"/> 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
Notes: All staff. Recited 7/31/2015 retrain all staff on positive guidance and discipline and have staff provide signatures of training.		
10/22/2014	4/27/2015	<input type="checkbox"/> 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
9/4/2014	12/10/2015e/m	<input type="checkbox"/> 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.

Note: If number is checked, see attachment page(s) for clarification.

3/12/2015	7/31/2015	<input type="checkbox"/> 74. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
3/12/2015	7/31/2015	<input type="checkbox"/> 75. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
9/4/2014	7/9/2015	<input type="checkbox"/> 77. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
5/27/2015	7/31/2015	<input checked="" type="checkbox"/> 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
11/24/2014	4/27/2015	<input checked="" type="checkbox"/> 79. Maintain a written outline of daily activities.
10/22/2014	5/27/2015	<input checked="" type="checkbox"/> 80. Complete and maintain at the center the children's records checklist.

Notes: Universal health only.

3/12/2015	6/18/2015	<input type="checkbox"/> 81. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/Recalls">www.cpsc.gov/Recalls</a>
3/12/2015	5/27/2015	<input checked="" type="checkbox"/> 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
		<input type="checkbox"/> 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		<input type="checkbox"/> 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		<input type="checkbox"/> 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 87. Maintain on file and follow the written policy on the release of children.
3/12/2015	4/1/2015	<input type="checkbox"/> 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
		<input type="checkbox"/> 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

### Sanitation & Diapering

4/29/2016	5/31/2016	<input checked="" type="checkbox"/> 91. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
11/24/2014	5/27/2015	<input checked="" type="checkbox"/> 93. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
4/29/2016	5/31/2016	<input checked="" type="checkbox"/> 94. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		<input type="checkbox"/> 95. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 96. Change each child's diaper when wet or soiled.
2/4/2015	3/12/2015	<input type="checkbox"/> 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
8/20/2015	10/6/2015	<input checked="" type="checkbox"/> 98. Ensure that diapering does not take place in an area or on a surface used for food preparation.
3/12/2015	4/27/2015	<input checked="" type="checkbox"/> 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
4/1/2015	4/27/2015	<input checked="" type="checkbox"/> 100. Place soiled disposable diapers in a closed container with a leakproof lining.

**Bathroom & Kitchen Facilities**

9/4/2014	4/1/2015	<input type="checkbox"/> 101. Ensure all toxic substances and medications are inaccessible to children.
Notes: Latch the utility closet and fire panel room. 3/12/15 fire panel room was unlocked.		
		<input type="checkbox"/> 102. Ensure that children cannot lock themselves in bathrooms.
		<input type="checkbox"/> 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		<input type="checkbox"/> 104. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 105. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
9/4/2014	11/24/2014	<input type="checkbox"/> 107. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
		<input type="checkbox"/> 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
11/23/2015	12/11/2015	<input checked="" type="checkbox"/> 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		<input type="checkbox"/> 111. Provide a barrier to the kitchen area to prevent accidental access by children.
9/4/2014	1/8/2015	<input checked="" type="checkbox"/> 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		<input type="checkbox"/> 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

**Health & Fire Safety**

		<input type="checkbox"/> 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		<input type="checkbox"/> 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		<input type="checkbox"/> 118. Obtain and maintain on file a current health certificate.
9/17/2015	12/11/2015	<input type="checkbox"/> 119. Obtain and maintain on file a current fire certificate.
9/17/2015	12/11/2015	<input type="checkbox"/> 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
10/22/2014	5/27/2015	<input type="checkbox"/> 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
2/4/2016	2/4/2016	<input checked="" type="checkbox"/> 122. Ensure the center's fire protective systems are operative at all times.
9/4/2014	10/22/2014	<input checked="" type="checkbox"/> 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
9/4/2014	11/24/2014	<input checked="" type="checkbox"/> 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
2/4/2015	4/1/2015	<input checked="" type="checkbox"/> 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes: Rear exit was not shoveled. Front exit had ice on side walk and was not passable safely.

		<input type="checkbox"/> 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
2/4/2015	3/12/2015	<input type="checkbox"/> 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 128. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more than 4 inches apart.
		<input type="checkbox"/> 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		<input type="checkbox"/> 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
		<input type="checkbox"/> 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

**Environmental Safety**

		<input type="checkbox"/> 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
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Note: If number is checked, see attachment page(s) for clarification.



		<input type="checkbox"/> 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at <a href="http://www.state.nj.us/dep/dccrequest">www.state.nj.us/dep/dccrequest</a> for the most current information.]
		<input type="checkbox"/> 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at <a href="http://www.state.nj.us/dep/dccrequest/safedrink.html">www.state.nj.us/dep/dccrequest/safedrink.html</a> or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 140. Ensure water tests are posted in each building.
		<input type="checkbox"/> 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
		<input type="checkbox"/> 142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at <a href="http://www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml">www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml</a> ]
Notes:		
		<input type="checkbox"/> 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
9/4/2014	9/22/2015	<input checked="" type="checkbox"/> 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
Notes:		
		<input type="checkbox"/> 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
<b>Building Maintenance</b>		
9/4/2014	3/12/2015	<input checked="" type="checkbox"/> 146. Keep all surfaces clean and in good repair.
Notes: The cement by back exit door is loose and chipping.		
2/4/2015	3/12/2015	<input checked="" type="checkbox"/> 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
Notes: The bathroom floor needs repair.		
9/4/2014	11/23/2015	<input checked="" type="checkbox"/> 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
Notes: Back hall and classrooms 4/1/15 rear exit area only. Classrooms 8/20/15		
		<input type="checkbox"/> 149. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 150. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
		<input type="checkbox"/> 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
9/4/2014	4/1/2015	<input checked="" type="checkbox"/> 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
9/4/2014	11/24/2014	<input type="checkbox"/> 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
Notes: Clean vents in room #3.		
		<input type="checkbox"/> 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 158. Increase light in specific areas:
Notes:		
		<input type="checkbox"/> 159. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
2/4/2015	3/12/2015	<input checked="" type="checkbox"/> 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 163. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 164. Provide a barrier extending at least 5 feet above floor level.

Note: If number is checked, see attachment page(s) for clarification.

9/4/2014	11/24/2014	<input type="checkbox"/> 165. Repair and/or paint surfaces in specified areas:
Notes: Repair the holes in the walls. Touch up chipped paint on the side door.		
2/4/2015	4/27/2015	<input checked="" type="checkbox"/> 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
9/4/2014	3/12/2015	<input checked="" type="checkbox"/> 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		
<b><i>Outdoor Play Area, Equipment and Maintenance</i></b>		
		<input type="checkbox"/> 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		<input type="checkbox"/> 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 170. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 171. Ensure that outdoor areas and play equipment are free from stagnant water.
9/4/2014	2/26/2016	<input checked="" type="checkbox"/> 172. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 173. Ensure play equipment is specifically age-appropriate for the ages served.
		<input type="checkbox"/> 174. Repair or remove broken/rusted toys in the outdoor play area.
9/4/2014	2/26/2016	<input type="checkbox"/> 175. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
5/27/2015	6/18/2015	<input checked="" type="checkbox"/> 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
9/4/2014	4/27/2015	<input checked="" type="checkbox"/> 178. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
5/31/2016	transfer	<input type="checkbox"/> 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		<input type="checkbox"/> 183. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 184. Cease using dump and fill wading pools.
		<input type="checkbox"/> 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
4/1/2015	6/18/2015	<input checked="" type="checkbox"/> 188. Take necessary action to remove outdoor hazards.
Notes: Provide an action play to OOL for children to utilize the play area and to go outside daily as required. Cover outside garbages		

**ALERT:** Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at [www.cpsc.gov/info/cribs/index.html](http://www.cpsc.gov/info/cribs/index.html).

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Kim O'Connell, 9/4/14  
Gina McGovern

#### Transportation

2/4/2016	2/26/2016	<input type="checkbox"/> 189. Maintain transportation records at the center: record of each child transported; copy of driver(s) license(s); name, address and vehicle assignment for additional adult(s) on vehicle(s); copy of insurance, registration, inspection and maintenance records for each vehicle; record of semi-annual emergency evacuation drills for all school bus passengers; written parental authorization.
		<input type="checkbox"/> 190. Ensure that the driver of a school bus conducts 2 emergency evacuation drills annually.
		<input type="checkbox"/> 191. Ensure that each driver of a Type I or Type II School Bus possesses a valid Commercial Driver License (CDL) in at least a Class B or Class C, with a passenger endorsement.
		<input type="checkbox"/> 192. Ensure that each driver of a Type II School Vehicle possesses a valid CDL in at least a class C, with a passenger endorsement.
		<input type="checkbox"/> 193. Ensure that each school bus or school vehicle is equipped with either "S1" or "S2" plates, as applicable, and meets all applicable provisions as specified in the Manual.
		<input type="checkbox"/> 194. Ensure that each vehicle used to transport children has a valid inspection sticker issued by the Motor Vehicle Commission (MVC).
		<input type="checkbox"/> 195. Ensure that each vehicle used to provide transportation of enrolled children to and from the center is equipped with: 3 triangular portable red reflector warning devices; a removable first-aid kit; a fully charged and securely mounted fire extinguisher; all-weather radial or snow tires as needed.
		<input type="checkbox"/> 196. Maintain the interior and exterior of each vehicle in a clean and safe condition, with clear passage to operable doors.
		<input type="checkbox"/> 197. Ensure that the number of persons transported does not exceed the manufacturer's prescribed occupancy of the school bus or school vehicle, and/or the number of operable seat belts.
		<input type="checkbox"/> 198. Ensure that all children are transported in seats that meet federal motor vehicle safety standards.
2/4/2016	2/26/2016	<input type="checkbox"/> 199. Cease the transportation of children in vehicles which violate MVC and DCF regulations.

Hide Section



#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
112	9/4/2014	1/8/2015	All microwaves must be secured. 11/24 infant secure the microwave in the infant room.	Delete
123	9/4/2014	10/22/2014	Provide an off site evacuation location on plan.	Delete
124	9/4/2014	1/8/2015	Ensure the classrooms are correctly labeled.	Delete
144	9/4/2014	9/22/2015	The lead certificate states lead free interior only. Provide testing report for the exterior building where it is adjacent to the play area.	Delete
155	9/4/2014	4/1/2015	The pipes under sinks must be wrapped.	Delete
167	9/4/2014	11/24/2014	Secure the water cooler.	Delete
167	9/4/2014	1/8/2015	Secure the cubbies in room #2	Delete
167	9/4/2014	11/24/2014	Cover the hole in the television.	Delete
167	9/4/2014	1/8/2015	Repair broken outlets 11/24 the outlets are repaired but the tape must be removed from covering the outlets.	Delete
9	11/14/2014	3/18/2015	Ten children under the age of 2 1/2 years were present at the center.	Delete
9	11/24/2014	3/18/2015	Seven children present under the age of 2 1/2 years . 1/5/15 6 children present under the age of 2 1/2 years. 2/4/15 10 Children under the age of 2 1/2 years present at the Center confirmed by staff interview and a review of the children's files. On 3/12/16 documentation revealed 6 children present under the age of 2 1/2 years. Director submitted subsequent corrected documentation that the birth date of one child was listed incorrectly and there are only 5 children under the age of 2 1/2 years.	Delete
79	11/24/2014	4/27/2015	Include outside play time on the daily activity schedule.	Delete
93	11/24/2014	5/27/2015	Children must wash their hands after a diaper change and after using the toilet. 4/1/15 Could not observe as inspection was completed during nap time.	Delete
59	2/4/2015	4/27/2015	The center director is required to maintain attendance records of time spent at the center during regular working hours.	Delete
60	2/4/2015	3/12/2015	Although a staff was "in charge" on the day of the inspection, she did not have access and knowledge of required records . All required paper work could not be reviewed on the day of the inspection.	Delete
161	2/4/2015	3/12/2015	Secure the television.	Delete
66	10/22/2014	8/25/2016	2/4/15 Staff records are incomplete. No staff records checklist could be produced at the time of the inspection. The Director is the only staff who has shown a cleared CARI and CHRI to OOL inspectors .3/12/2015 no staff on site with both a cleared CARI and a cleared CHRI/. 4/1/15 Sponsor was present and has a cleared CARI and CHRI/. 2/26/2015 Newest hired staff require CARI and CHRI clearances only	Delete
78	5/27/2015	7/31/2015	Staff and children must be signed in and signed out daily. Cited 10/22/14/abated 4/27/15 RECITED 5/27/15	Delete
166	2/4/2015	4/27/2015	All garbage cans used for food or diaper disposal must be lined and covered. Garbage by the rear had no liner.	Delete
14	2/4/2015	3/12/2015	Remove tape over outlet covers.	Delete
14	2/4/2015	3/12/2015	Do not store gasoline cans and gasoline in the fire panel room.	Delete
20	11/24/2014	4/27/2015	Outside daily activity must be reflected on the daily activity outline.	Delete
29	2/4/2015	4/27/2015	3/12/2015 milk may not be stored on the floor.	Delete
99	3/12/2015	4/27/2015	The changing table must be maintained in a clean and sanitary manner	Delete
3	4/1/2015	4/27/2015	Cited 10/22/14/abated 11/14/14 Recited 4/1/15. Staff left room 1 and went across the hallway leaving children alone in the classroom. Staff in same room was outside the classroom in the hall hanging decorations.	Delete
5	11/14/2014	2/4/2015	Cited 10/22/14/abated 2/4/15. Recited 4/1/15. Staff left children alone in classroom #1	Delete
3	5/27/2015	10/14/2015	Recited. Children were running through the hallways and into empty classrooms where they were alone and hilding. One child left a class and joined another class without the teacher noticing the child had left. Children were alone on the playground. 7/9/15 School age children were walking around alone in hallways 7/31/15 School age children were alone outside until the staff came out. School age children were going in and out of the facility into the kitchen. 8/20/15 Children were left alone in Rm #6. School age child alone in the hallway. 9/17/15 Room #2 staff left classroom of children alone and went outside to the parkinglot	Delete
5	5/27/2015	6/18/2015	Recited. staff left room #1 for over 5 minutes to give entry to a food delivery. She left the room out of ratio for over 5 minutes. Children were running in and out and were alone in classrooms.	Delete
4	5/27/2015	6/18/2015	All staff must know the correct number of children in their care. There was no tracking on the bus ride to the public school.	Delete
177	5/27/2015	6/18/2015	As OOL inspectors arrived at the center, 3 children ran into the parking lot to go to the playground. Develop a plan to utilize an alternate exit to ensure safety of the children. Provide staff training with staff signatures.	Delete
5	7/9/2015	10/14/2015	RECITED Room #5 7/31/15 Children were alone in hallways and outside Recited Room 1 and Room 6 9/17/15 room #2 8 children no staff present.	Delete
79	7/9/2015	7/31/2015	Include SACC and activities in policy. Comply with the policy.	Delete

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14	8/20/2015	9/17/2015	Infants may not wear bibs in cribs	Delete
26	7/31/2015	8/20/2015	Provide documentation of staff training on positive discipline	Delete
99	8/20/2015	10/14/2015	Recited. The changing table in the infant room must be maintained in a sanitary manner.	Delete
100	8/20/2015	9/17/2015	Recited	Delete
124	8/20/2015	9/17/2015	Recited. All classrooms must be correctly labeled.	Delete
14	9/17/2015	10/14/2015	Remove plastic covers from mattresses.	Delete
29	9/17/2015	10/14/2015	Bottles must be stored in the refrigerator.	Delete
178	9/17/2015	2/26/2016	remove weeds, debris, and full tipped over garbage can from the playground	Delete
188	10/14/2015	2/26/2016	Provide to OOL an action plan on utilizing the rear part of the parking lot as a play area. The current play ground is not usable currently and the center plans to consult with a Certified Playground Inspector in the future.	Delete
110	11/23/2015	12/11/2015	The children's toilet in the rear bathroom needs to be repaired.	Delete
147	11/23/2015	12/11/2015	The floor in the bathroom is in need of repair.	Delete
98	8/20/2015	10/6/2015	Ensure separate sinks are utilized for hand washing and for dish and bottle rinsing.	Delete
12	2/4/2016	2/26/2016	On the day of the inspection there were 28 children present in room #5 which has a licensed capacity of 15.	Delete
4	2/4/2016	2/26/2016	The center does not accurately track the children who are enrolled in the before and after school program who attend other programs during the day	Delete
122	2/4/2016	2/4/2016	An alarm sounded which was confirmed to be a result of a malfunction of the motion detector as confirmed by Josephine at Ultimate Security. The system had received a test on which confirmed the fire panel detection system is functioning.	Delete
172	9/4/2014	2/26/2016	The center has an action plan which includes utilizing the outside area in the rear of the school which is asphalt and for renovating existing playground in the spring.	Delete
5	3/21/2016	5/31/2016	Classroom #5 did not maintain the required staff:child ratios. 4/29/16 Classroom #5 did not maintain required child:staff ratios.	Delete
78	3/21/2016	6/21/2016	Ensure children are signed in and out daily with times.	Delete
70	3/21/2016	transfer	The center requires a director and a head teacher	Delete
37	4/29/2016	5/31/2016	Ensure all sippy cups are labeled and that bottles are labeled and dated.	Delete
29	4/29/2016	6/21/2016	The refrigerator storing the children's food needs to be sanitized. Ensure the refrigerator has an accurate thermometer.	Delete
91	4/29/2016	5/31/2016	Ensure the changing table is sanitized between each infant diaper change.	Delete
94	4/29/2016	5/31/2016	Staff will wash hands with soap and water after each diaper change and not use hand sanitizer. Staff will utilize a sink designated for handwashing only.	Delete
125	4/29/2016	5/31/2016	The exit door between classrooms #1 and #2 does not easily open and requires weather stripping.	Delete
146	4/29/2016	8/25/2016	The floor in Room #3 and the exit stairway between #1 and #2 need to be cleaned.	Delete
147	4/29/2016	5/31/2016	The tiles at the top of the stairway are loose and present a tripping hazard.	Delete
148	4/29/2016	5/31/2016	The ceiling tiles by the rear exit are collapsing.	Delete
110	4/29/2016	5/31/2016	The children's bathroom by room #4 is out of order.	Delete
188	4/29/2016	transfer	Ensure the outside area complies with the center's action plan for utilizing the space and meeting the requirement to take the children outside daily and maintain an outside play space. 5/31/2016 The center does not have an outside play space.	Delete
146	5/31/2016	transfer	The vent and ceiling in room #3 requires cleaning.	Delete
35	5/31/2016	6/21/2016	The bucket seats in the infant room require straps.	Delete
70	6/21/2016	7/19/2016	The center requires a group teacher.	Delete
14	7/8/2016	7/8/2016	The center did not have running water on the day of the inspection. The inspector from OOL and West Orange Health and arrived at 10:30am. Interview revealed that there had been no water since opening at 6:30 that morning with 55 children present. Ratios were maintained in all classrooms. The sponsor was able to have the water service restored before the inspector from OOL left the center.	Delete
3	7/19/2016	transfer	Room #3 had no staff present as he had left the building. The children were alone waiting in the hallway.	Delete
4	7/19/2016	transfer	Ensure the staff know the correct number of children in their care in all classrooms at all times. Staff did not know the number of the children in their care in rooms #3 and #6.	Delete
				Delete
				Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
5	7/19/2016	transfer	Ratios were not maintained in classroom #3 when they were left alone.	Delete
9	7/19/2016	8/25/2016	Room #7 had 3 children under 2 1/2 years and room #1 had 1 child under the age of 2 1/2. The center was unable to produce records confirming the age of 2 other young toddlers although staff stated they were 2 years old.	Delete
12	7/19/2016	transfer	Room #6 had 14 children present and they have a licensed capacity of 13.	Delete
80	7/19/2016	transfer	Ensure all children have files. The center could not produce records for some of the children. Ensure the checklist is current.	Delete
82	7/19/2016	transfar	Ensure all children have a universal health form updated yearly and current upon enrollment.	Delete
101	7/19/2016	7/19/2016	Fabuloso cleaner was on the floor by the exit. Ensure all toxics are not within the reach of children.	Delete